

**EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT
COUNSELING AND PSYCHOLOGICAL SERVICES**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On the current active Administrative Assistant examination list, or permanent state employees who currently hold the title of Administrative Assistant.
Location: Counseling and Psychological Services, ECSU, Willimantic, CT
Job Posting No: 56632
Hours: 8:00am to 5:00pm
Salary: \$49,357 - \$63,871
Closing Date: August 9, 2013

Eligibility Requirement: Candidates on the current active Administrative Assistant exam list or permanent state employees who have permanent status in the title of Administrative Assistant. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.**

Example of Duties:

Performs the most complex office administrative duties as described in the following areas:

1) Typing: Use a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. **2) Filing:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals. **3) Correspondence:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature. **4) Report Writing:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations. **5) Interpersonal:** Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority). **6) Processing:** Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. **7) Personal Secretary:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. **8) Office Management:** Authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise support staff; performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Individuals with Reemployment/SEBAC rights must be given first preference for this position.

Application Instructions: Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, a resume, along with three current letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.